

ALEXANDRA HUERTA

Odessa TX | 432-227-9915 | axhuerta1998@gmail.com

Professional Summary

Highly organized multitask receptionist with exemplary multitasking, time management, and customer service skills. Responsible professional willing to go the extra mile to assist others with solving problems.

Skills

- Front desk management
- Cash Handling & Payment Processing
- Call Coordination
- Office Administration
- Organization Skills
- Document Control

Work History

Assistant- Paid Internship

Midland Times

- Community Photography.
- Assisted with social media posts.
- Monitored website and social media for issues.
- Began writing articles and basic research.

Front Desk Receptionist

Andrews Motor Inn

- Welcomed each new arrival pleasantly and confirmed reservations and identification.
- Collected room deposits, fees, and payments.
- Enhanced guest satisfaction by promptly addressing inquiries and concerns at the front desk.
- Handled cash transactions accurately, ensuring proper procedures were followed daily.
- Managed phone lines efficiently, directing calls appropriately while providing courteous assistance when necessary.
- Coordinated with housekeeping staff to ensure timely turnover of rooms for incoming guests while maintaining cleanliness standards.
- Restocked supplies, including toiletries, liners, and soaps

Fountain / Drink Maker

Sonic

- Prepared specialty drinks and desserts according to customer orders.
- Ensured food safety procedures were followed.

- Informed customers of regular deals and monthly specials to upsell orders.
- Restocked kitchen supplies by rotating food according to dates.
- Developed rapport with customers through friendly interactions.
- Displayed strong multitasking abilities by handling multiple orders simultaneously, ensuring timely completion of tasks.

Newspaper Delivery

03/2024 to 05/2024

Andrews County News

- Delivered newspapers for local news area, ensuring timely and accurate distribution
- Collected and processed customer payments
- Delivered additional publications like flyers or promotional materials when required without compromising regular newspaper delivery schedule.
- Managed money intake from customers and provided receipts for orders.
- Collaborated with team members to cover additional routes when needed, ensuring timely newspaper delivery for all subscribers.
- Exceeded customer expectations by taking payments, ensuring accurate order fulfillment while maintaining strict adherence to delivery schedules.

Education

Business Leadership, Kinesiology Sports Medicine

Odessa College - Odessa, TX

Prosperity Employment Outreach - Midland, TX

Affiliations

National Society of Leadership and Success (NSLS), 2023

References

- Bhavi Patel, Manager, Andrews Motor Inn, (817) 480-705
- Leticia Lujan, Former supervisor, (432) 312-2821